

**SUBMIT THIS  
APPLICATION TO COUNTY  
OFFICE OF EDUCATION**

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER FINAL REPORT APPLICATION**

1. PROJECT NUMBER: IDEA- -02		1a. PROJECT PERIOD: 9/1/02 to 8/31/03		
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CONSORTIUM				
2. LEA:		2a. County:		
3. PROJECT DIRECTOR:		3a. TEL: (    )		3b. FAX: (    )
4. ADDRESS:				
5. BUSINESS ADMINISTRATOR:				5a. TEL: (    )
6. PROJECT	7. Approved Amount	8. Expended Amount	9. Unexpended Balance	10. Amount to be Refunded to NJDOE
<input type="checkbox"/> Basic Final Report	\$	\$	\$	\$
<input type="checkbox"/> Preschool Final Report	\$	\$	\$	\$
FINAL REPORT				
11. Number of Children Served: Basic: Preschool:				
12. Report of Completed Activities: List Basic and Preschool activities separately. Attach additional pages if necessary.				
13. Reason Funds Were Not Expended During the Project Period: List Basic and Preschool activities separately. Attach additional pages if necessary.				

**This form is to be used for FY 2002 awards only!**

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER FINAL REPORT APPLICATION**

**INSTRUCTIONS FOR COMPLETING PAGE 1**

**Refer to your IDEA-B approved budget or the most recent approved amendment prior to completing this report.**

- Items 1-5a. Complete all identifying information.
6. Check the appropriate Project: Basic Final Report and/or Preschool Final Report.
  7. Enter the approved amount(s).
  8. Enter the amount(s) expended during the project period.
  9. Subtract the amount in item 8 from the amount in item 7 and enter the difference.
  10. Enter the unexpended balance amount from item 9 that you are refunding to NJSDOE. **Enclose a check for that amount payable to: Treasurer, State of New Jersey and mail with a copy of page 1 of this report to:**  
**Department of Education**  
**Office of Budget and Accounting**  
**Revenue and Grant Accounting**  
**PO Box 500**  
**Trenton NJ 08625-0500.**
  11. Enter the number of children served using project funds.
  12. Provide a report of the completed activities using the expended funds. List Basic and Preschool activities separately.
  13. If making a refund to NJDOE, provide a brief but specific description why all funds were not expended/obligated within the project period.

**ALL CARRY-OVER FINAL REPORT APPLICATIONS MUST BE SUBMITTED TO YOUR COUNTY OFFICE IN ACCORDANCE WITH THE TIMELINES LISTED IN THE GUIDELINES.**

You may also locate forms and guidelines through the New Jersey Department of Education Website at <http://www.state.nj.us/education>. Select *Grants*. Select *Entitlement Grants*.

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
BUDGET DETAIL  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT *EXPENDED BUDGET***

**LEA:** \_\_\_\_\_

**PROJECT NUMBER: IDEA-**\_\_\_\_\_ **-02**

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC DESCRIPTION/ITEMIZATION	BASIC EXPENDED BUDGET	PRESCHOOL DESCRIPTION/ITEMIZATION	PRESCHOOL EXPENDED BUDGET

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
BUDGET DETAIL  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT EXPENDED BUDGET**

<b>INSTRUCTIONS FOR COMPLETING PAGE 2</b>
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- ◆ Enter the LEA name and IDEA Project Number
  
- ◆ *Expenditure Category and Function & Object Code:* List expenditures separately by category and code. See Appendix J, *The Quick Reference of Commonly Requested Costs*, for assistance.
  
- ◆ *Description/Itemization:* List/describe each item by category. For salary categories, list each position separately, by title, specifying if a summer employee.
  
- ◆ *Expended Budget(Basic/Preschool):* Report the amounts expended from this IDEA-B award. All equipment purchases must be reported on the "Federal Equipment Inventory Page".
  
- ◆ Use additional sheets as needed.

NOTE: Effective FY2002, equipment (Function & Object Codes 400-731 and 400-732) will be defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER FINAL REPORT APPLICATION  
Budget Summary**

LEA: \_\_\_\_\_

PROJECT NUMBER: IDEA- \_\_\_\_\_ -02

15. EXPENDITURE CATEGORY	15a. FUNCTION & OBJECT CODE	15b. FINAL REPORT/ EXPENDED BUDGET	
<b>INSTRUCTION (100 Series)</b>		Basic	Preschool
Personal Services - Salaries	100-100		
Purchased Prof. & Tech. Services	100-300		
Other Purchased Services	100-500		
General Supplies	100-600		
Other Objects	100-800		
<b>SUBTOTAL INSTRUCTION</b>			
<b>SUPPORT SERVICES (200 Series)</b>			
Personal Services - Salaries	200-100		
Personal Services - Employee Benefits	200-200		
Purchased Prof. & Tech Services	200-300		
<i>Purchased Prof. - Ed. Serv.</i>	200-320		
Purchased Property Services	200-400		
Other Purchased Services	200-500		
<i>Travel</i>	200-580		
Supplies and Materials	200-600		
Other Objects	200-800		
<i>Indirect Costs</i>	200-860		
<b>SUBTOTAL SUPPORT SERVICES</b>			
<b>FAC. ACQ. &amp; CON. SER. (400 Series)</b>			
Buildings Use Charge	400-720		
Instructional Equipment	400-731		
Noninstructional Equipment	400-732		
<b>SUBTOTAL FAC. ACQ. &amp; CON. SER.</b>			
Schoolwide Programs: Abbott	520-930		
Schoolwide Programs: Non-Abbott	520-932		
<b>TOTAL</b>			
<input type="checkbox"/> <b>As the applicant LEA for the consortium, I certify that all participating LEAs are in agreement with this Carryover Final Report Application.</b>			
To the best of my knowledge, I certify that this report is accurate.			
16. LEA Board Secretary Signature:		Date:	
17. LEA Chief School Administrator Signature:		Date:	
<b>NJDOE USE ONLY</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	CSBA Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	CSCS Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	OGM Signature:	Date:

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER FINAL REPORT  
APPLICATION  
*Budget Summary***

<b>INSTRUCTIONS FOR COMPLETING PAGE 3</b>
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- ◆ Enter the LEA and the IDEA Project Number.
  - 15-15a. *Expenditure Category and Function Object Code:* Expenditure categories and function & object codes have been included for Instruction, Support Services and Facilities Acquisition sections.
  - 15b. *Basic and Preschool Final Report/Expended Budget Columns:* By expenditure category, enter the summary amounts expended using IDEA-B funds during this project period. The summary amount is the sum of the individual expenditures per expenditure category shown on the Budget Detail Page. Enter the subtotals and total amounts.
- The consortium applicant LEA certifies that all participant LEAs agree with this report and the proposed carry-over application by checking the box.
- 16. Dated signature of the LEA Board Secretary.
  - 17. Dated signature of the LEA Chief School Administrator approving this report.

NOTE: Effective FY2002, equipment (Function & Object Codes 400-731 and 400-732) will be defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B**  
Project Period 9/1/02 to 8/31/03

**COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT - Federal Equipment Inventory**

LEA: \_\_\_\_\_

COUNTY: \_\_\_\_\_

Project Number: IDEA- \_\_\_\_\_-02

Acquisition Date	Description (Name, Type, Size)	Manufacturer/Model	Serial/Inventory Number	Unit Acquisition Cost	IDEA Cost by Title	% of IDEA Cost by Title	Location in LEA

INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER FINAL REPORT APPLICATION

FINAL REPORT - FEDERAL EQUIPMENT INVENTORY

INSTRUCTIONS FOR COMPLETING PAGE 4
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**Equipment:** Effective FY2002, equipment (Function & Object Codes 400-731 and 400-732) will be defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

- ◆ Complete all identifying information.
- ◆ All columns must be completed for each item of equipment purchased with IDEA-B funds.
- ◆ The total of the IDEA Costs listed must equal the equipment costs listed on the Budget Detail and Budget Summary pages for Function & Object Codes 400-731 and 400-732.
- ◆ If the equipment does not have a serial number, an identification number **must** be assigned.
- ◆ For items partially funded, indicate the total unit acquisition cost, the IDEA cost charged by each Title (Basic or Preschool) and the percentage of IDEA funds utilized by Title.